

JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102
415-865-4272 Telecommunications Device for the Deaf Web site: www.courtinfo.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: HCRC TEMPORARY CLERICAL ASSISTANT
(Special Consultant)

CITY: SAN FRANCISCO, CA

JOB REQUISITION: 2340

OVERVIEW

The Habeas Corpus Resource Center (HCRC) in San Francisco is recruiting for full- or 3/4-time temporary Clerical Assistants (Special Consultant). This temporary appointment will run for a period not longer than 1,000 hours. Vacation and sick leave allowance, state holidays and public transportation transit subsidy are paid. No other benefits are associated with this position except those required by law. Working hours are Monday through Friday, from 8:30 a.m. to 5:30 p.m.

The HCRC is a judicial branch agency established to provide direct legal representation to death row inmates in post-conviction proceedings in state and federal courts.

RESPONSIBILITIES

Under supervision of legal staff (attorneys, paralegals, librarian, etc.), the clerical assistant will furnish support to case team members working on habeas corpus petitions. Tasks include:

- Bates numbering documents and preparation of the Bates log;
- Preparing documents for scanning and, in some cases, scanning the documents;
- Preparing labels and files
- Organizing documents;
- Filing documents after scanning;
- Coding documents for the Introspect database;
- Telephone relief at reception;
- Special projects as assigned; and
- Miscellaneous clerical duties.

QUALIFICATIONS

- Education equivalent to an AA/AS degree;
- Experience in the operation of personal computers and the use of Microsoft Word and Excel;
- Detail oriented and accurate;
- Ability to organize, prioritize, and coordinate multiple work activities to meet deadlines;
- Ability to work harmoniously with several different case teams;
- Understand and follow oral and written directions;
- Communicate effectively orally and in writing; and
- Knowledge of correct business English, including spelling, grammar, and punctuation.

HOW TO APPLY

To ensure consideration of your application for the earliest round of interviews, please apply immediately. This position will be filled based on the needs of the agency this position, and will remain

open until filled. To complete an online application, please visit our Web site at www.courtinfo.ca.gov/careers/view.htm, select job category "Other", and search for Job Req. #2340, Special Consultant-HCRC. This position requires the submission of our official application and response to the supplemental questions attached. Previous applicants must reapply for further consideration. Students or others seeking summer employment are encouraged to apply.

SELECTION PROCEDURE

The recruitment process is lengthy. Every application is reviewed in its entirety. Candidates whose qualifications best meet the needs of HCRC will be contacted to participate in the interview process. Due to the volume of applications received, we request that applicants refrain from contacting HCRC regarding hiring status and from in-person pick up or delivery of applications.

To obtain a printed application, please call or go to: www.hcrc.ca.gov/employment.

Please mail or fax printed applications to the following address.

Habeas Corpus Resource Center

50 Fremont Street, Suite 1800
San Francisco, CA 94105
415-348-3800
415-865-4272 (Telecommunications Device for the Deaf)
Fax (415) 348-3873

PAY AND BENEFITS

SALARY RANGE FOR POSITION: \$15 per hour

Highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$105 transit pass subsidy per month
- CalPERS Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

AN EQUAL OPPORTUNITY EMPLOYER

**SUPPLEMENTAL QUESTIONNAIRE
FOR
HCRC TEMPORARY CLERICAL ASSISTANT
(Job Req-2340)**

This supplemental questionnaire is intended to obtain more detailed information about your work experience, background, and skills. Please attach a completed questionnaire to your application. Your answers to the following questions will allow us to better assess your qualifications. You may use additional pages for your answers if necessary. **Please answer each question thoroughly.**

1. Describe your experience using databases and name the databases you have used.
2. Describe your experience providing clerical support.
3. What did you like best about the jobs you have had?
4. What did you like the least?
5. For each application listed below, state your experience with examples. If you have no experience, enter *None*.
 - a. **Microsoft Word**
 - b. **Excel**
 - c. **Database software (specify database)**
 - d. **Microsoft Access**
 - e. **Other software (specify)**